

# FY 01 CALENDAR (OCTOBER 2000-SEPTEMBER 2001)

ETTA CAMPBELL, COORDINATOR 757-4124

SECRETARIAL/ ADMINISTRATIVE SKILLS	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
Advanced Briefing Techniques	\$195						07-08 489987					06-07 489988	
Communicating with Style	\$125		28 489842					02 489843					
Creative Problem Solving	\$165				17-20 489991			02-03 489993			16-17 489995		
Dale Carnegie Course	\$995	24 October-16 January Tuesday 0800-1130 489862					14 March-30 May Wednesday 1200-1530 489863						
Grammar within Business Contexts	\$200		28-30 489898				05-07 489899				09-11 489900		
Interpersonal Communication Skills	\$165				08-09 489837					13-14 489838			
Listening and Memory Development	\$165			13-14 489839				09-10 489840				06-07 489841	
Making Meetings Work	\$90	To Be Determined											
Managing Change	\$90			07 489849				17 489850			31 489851		
Managing Multiple Priorities	\$120				25 489979				07 489980		13 489981		
Navy Correspondence Formats and Procedures	\$60		06 490141		09 491323		19 490143				16 490144		
Planning for Retirement	\$144							16-17 489982		04-05 489983	17-18 489984	20-21 489985	10-11 489986
Planning for Retirement	\$126		20-21 489878	18-19 489879	16-17 489880	12-13 489881	13-14 489882						
Presentation Skills	\$250	30 Oct-02 Nov 489903				26 Feb-01 Mar 489907		30 Apr-03 May 489904			23-26 489905		10-13 489906
Resume Preparation	\$60	30 490146			08 490147				14 490148			06 490149	
Risk Communication Workshop	None	25 490186	13 490187	14 490188	18 490189	07 490190	20 490191	16 490192	22 490193	14 490194	17 490195	09 490196 20 490197	13 490198 24 490199
Seven Habits of Highly Effective People	\$813					14-16 490036				11-13 490037			
Stress Management	\$90		29 489852					19 489853					
Stress/Wellness Workshop	TBA	To Be Determined											
The Promotable Woman: What Makes the Difference	\$250		29-30 489846					03-04 489847					

SECRETARIAL/ ADMINISTRATIVE SKILLS (contd)	COST	COURSE DATES AND COURSE CODES											
		OCT 00	NOV 00	DEC 00	JAN 01	FEB 01	MAR 01	APR 01	MAY 01	JUN 01	JUL 01	AUG 01	SEP 01
The Science of Leadership and the Art of Gaining Followers	\$396.25	To Be Determined											
Thrift Savings Plan Briefing	\$40	To Be Determined											
Time P.L.U.S. (Plan-Learn-Use-Succeed)	\$195				22 489844						09 489845		
Toastmasters International	\$60 annually	Patuxent River Chapter meets the first and third Wednesday of every month in the Employee Development Center, Building 2189 at 1145.											
Writing for Business Purposes	\$200						12-14 489901				18-20 489902		

<b>COURSE TITLE:</b>	<b>ADVANCED BRIEFING TECHNIQUES</b>	
<b>VENDOR:</b>	Lausanne Institute 109 Knoxlyn Farm Dr Kennett Square, PA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489987	07-08 March 01	05 February 01
489988	06-07 August 01	06 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed for those experienced presenters who wish to review, practice and refine their speaking ability.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants will be able to:</p> <ul style="list-style-type: none"> <li>✍️ Achieve objectives in a reasonable time and satisfy the participants.</li> <li>✍️ Get your audience involved -Become an effective facilitator.</li> <li>✍️ Use visual aids effectively.</li> <li>✍️ Make appropriate interventions needed to move the presentation along.</li> </ul>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>AUDIENCE:</b>	This course is for experienced presenters.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$195	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>COMMUNICATING WITH STYLE</b>	
<b>VENDOR:</b>	Management Training Systems Desert Hills, AZ	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489842	28 November 00	30 October 00
489843	02 April 01	02 March 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	A vital skill for success in today's work environment is the ability to communicate effectively with people at all levels within an organization. This course offers participants an opportunity to prevent breakdowns in communication and productivity. Each participant will complete the <i>Style Analysis</i> assessment designed to identify specific communication styles. Using the results from the <i>Style Analysis</i> , participants will gain a better understanding of their personal communication style.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Understand their personal communication style.</li> <li><input checked="" type="checkbox"/> Employ specific skills to adapt to different communication styles.</li> <li><input checked="" type="checkbox"/> Minimize misunderstandings and resolve conflicts.</li> </ul>	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$125	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training	

<b>COURSE TITLE:</b>	<b>CREATIVE PROBLEM SOLVING</b>	
<b>VENDOR:</b>	Lausanne Institute 109 Knoxlyn Farm Drive Kennett Square, PA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
489991	16-17 January 01	15 December 00
489993	02-03 April 01	02 March 01
489995	16-17 July 01	15 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course teaches a step-by-step process for individuals and teams to arrive at the best possible solutions.	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants will be able to:</p> <ul style="list-style-type: none"> <li><del>✍</del> ✍ Write a clear and concise problem solving statement.</li> <li><del>✍</del> ✍ Clarify definitions and priorities.</li> <li><del>✍</del> ✍ Identify a set of alternative potential solutions.</li> <li><del>✍</del> ✍ Use brainstorming techniques in identifying solutions.</li> <li><del>✍</del> ✍ Assess the merits of alternative solutions.</li> <li><del>✍</del> ✍ Identify risks related to each potential solution.</li> <li><del>✍</del> ✍ Select the best overall solution.</li> <li><del>✍</del> ✍ Plan implementation.</li> </ul>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space - available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$165	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment"	

<b>COURSE TITLE:</b>	<b>DALE CARNEGIE COURSE</b>	
<b>VENDOR:</b>	Dale Carnegie Training	
<b>LOCATION:</b>	Employee Development Center, Building 2189	
<b>COURSE CODE:</b> 489682	<b>DATES:</b> 24 October 00-16 January 01 Class will meet every Tuesday 0800-1130	<b>NOMINATION DEADLINE:</b> 25 September 00
489683	14 March-30 May 01 Class will meet every Wednesday 1200-1530	14 February 01
<b>LENGTH:</b>	12 Weeks	
<b>DESCRIPTION:</b>	This course focuses on practical skill development that produces long-term quantifiable improvements, both personally and professionally. Specific skills to be addressed include: building self-confidence; becoming persuasive and convincing; interpersonal skills and human relations; attitude management to minimize stress and worry; and tapping your leadership ability.	
<b>OBJECTIVE:</b>	At the completion of this course participants will be able to:  ?? Better manage stress and worry. ?? Facilitate an atmosphere of trust. ?? Discover the value of being proactive and taking initiative. ?? Communicate in a way that moves people to action. ?? Effectively handle mistakes through constructive feedback. ?? Remain focused when faced with distractions. ?? Think on your feet more effectively.	
<b>AUDIENCE:</b>	Any employee wishing to enhance personal skills in leadership and communication.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the activity training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of	

<b>COURSE TITLE:</b>	<b>GRAMMAR WITHIN BUSINESS CONTEXTS</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93 N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489898 489899 489900	<b>DATE:</b> 28-30 November 00 14-16 April 01 09-11 July 01	<b>NOMINATION DEADLINE:</b> 30 October 00 12 March 01 08 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to increase its participant's knowledge and usage of Standard English grammatical rules. Business formats (e.g., memos, letters and reports) are utilized as the primary contexts in which these rules are taught.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>✍ Define Standard English grammar and its components.</li> <li>✍ Identify and use appropriate subject-predicate and noun-antecedent agreement.</li> <li>✍ Distinguish sentences from run-ons and fragments and use sentences appropriately.</li> <li>✍ Identify and use appropriate punctuation.</li> </ul>	
<b>AUDIENCE:</b>	Employees who are interested in improving their grammar skills.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>INTERPERSONAL COMMUNICATION SKILLS</b>	
<b>VENDOR:</b>	Progressive Success P.O. Box 2388 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489837 489838	<b>DATE:</b> 08-09 January 01 13-14 June 01	<b>NOMINATION DEADLINE:</b> 08 December 00 14 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course gives participants a grasp of the technical and social aspects of interpersonal communication. They learn to choose an appropriate level of assertiveness and use assertiveness skills effectively. The main products of the course are 10 strategies to help people overcome the barriers and deal in appropriate ways with inappropriate communication behavior.	
<b>OBJECTIVE:</b>	At the completion of this course, participants will:  <del>Know</del> Know the 4 major barriers to communication. <del>Know</del> Know the 6 major factors that influence our communication behavior. <del>Use</del> Use 10 strategies to facilitate and promote effective interpersonal relations through communication.	
<b>AUDIENCE:</b>	Those wanting to improve their communication skills.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$165	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>LISTENING AND MEMORY DEVELOPMENT</b>	
<b>VENDOR:</b>	Progressive Success Fairfax, VA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489839 489840 489841	<b>DATE:</b> 13-14 December 00 09-10 April 01 06-07 August 01	<b>NOMINATION DEADLINE:</b> 13 November 00 09 March 01 06 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to help employees increase their listening and memory skills.	
<b>OBJECTIVE:</b>	At the completion of this course, participants will be able to:  <del>1. Remember</del> Remember information effectively. <del>2. Receive</del> Receive and follow instructions more accurately and systematically. <del>3. Recall</del> Recall names and faces more readily.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$165	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>MAKING MEETINGS WORK</b>
<b>VENDOR:</b>	JAE Facilitation and Training P. O. Box 211 LaPlata, MD 20646
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATE:</b>	TBA
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.
<b>DESCRIPTION:</b>	In this course participants will learn how to plan, prepare and facilitate effective meetings. During this session, individuals will practice strategies that encourage meeting participation and use tools for group problem-solving. In addition participants will increase their understanding of the variety of conflict styles that may emerge at meetings.
<b>OBJECTIVE:</b>	At the completion of this course, participants will be able to:  <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Plan and prepare for a meeting.</li> <li><del>✍</del> <del>✍</del> Identify components of effective and ineffective meetings.</li> <li><del>✍</del> <del>✍</del> Understand the role of the meeting facilitator.</li> <li><del>✍</del> <del>✍</del> Use group process tools and strategies.</li> <li><del>✍</del> <del>✍</del> Understand conflict styles.</li> </ul>
<b>AUDIENCE:</b>	Employees interested in conducting more effective meetings.
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
<b>PREREQUISITE:</b>	None.
<b>LENGTH:</b>	1 Day
<b>COST:</b>	\$90
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.

<b>COURSE TITLE:</b>	<b>MANAGING CHANGE</b>	
<b>VENDOR:</b>	JAE Facilitation and Training P. O. Box 211 LaPlata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489849 489850 489851	<b>DATE:</b> 07 December 00 17 April 01 31 July 01	<b>NOMINATION DEADLINE:</b> 07 November 00 16 March 01 29 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to increase the participant's understanding of change in one's personal, professional and organizational life. Participants will be introduced to relevant change theories, and learn positive strategies for dealing with both chosen and imposed change. In addition, participants will assess their own stages of personal and professional change, and formulate beneficial steps to move through the change cycle.	
<b>OBJECTIVE:</b>	<p>At the completion of this course, participants will be able to:</p> <ul style="list-style-type: none"> <li>✍️ Understand the stress that organization change may cause individuals and the impact of this stress on the organization.</li> <li>✍️ Identify their personal style and understand how their style influences their ability to cope with change.</li> <li>✍️ Identify the blocks to accepting change in one's life.</li> <li>✍️ Reduce the stress of adapting to change.</li> <li>✍️ Formulate action plans to move through the change cycle.</li> </ul>	
<b>AUDIENCE:</b>	Any employees who are coping with change.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	




<b>COURSE TITLE:</b>	<b>MANAGING MULTIPLE PRIORITIES</b>	
<b>VENDOR:</b>	The BrownMiller Group Richmond, VA	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489979 489980 489981	<b>DATE:</b> 25 January 01 07 May 01 13 August 01	<b>NOMINATION DEADLINE:</b> 22 December 00 06 April 01 13 July 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	Today's world calls upon us to juggle more responsibilities and demands than ever before. This workshop will present practical strategies for coping with the competing priorities of our lifestyles--family, career, and personal time--to increase our productivity.	
<b>OBJECTIVE:</b>	<p>At the completion of the workshop participants will be able to:</p> <ul style="list-style-type: none"> <li>✍✍ Develop individual strategies for enriching the personal, social and career dimensions of their lives.</li> <li>✍✍ Develop specific strategies and techniques for feeling more in control at work and in their personal lives by: <ol style="list-style-type: none"> <li>1. Creating healthy habits to replace unhealthy ones;</li> <li>2. Increase awareness of areas in their lives where they have influence and how to exercise that influence;</li> <li>3. Learning to work smarter (not harder);</li> <li>4. Developing coping strategies;</li> <li>5. Setting goals that relate to their unique quality of life issues; and,</li> <li>6. Brainstorming "energy chargers".</li> </ol> </li> <li>✍✍ Understand the importance of communication for implementing personal goals and learn techniques of communication which will assist in achieving personal goals.</li> </ul>	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	

<b>COURSE TITLE:</b>	<b>NAVY CORRESPONDENCE FORMATS AND PROCEDURES</b>	
<b>VENDOR:</b>	Parkway Associates P.O. Box 750 Deale, MD 20751	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 490141 491323 490143 490144	<b>DATE:</b> 06 November 00 09 January 01 19 March 01 16 July 01	<b>NOMINATION DEADLINE:</b> 06 October 00 11 December 00 19 February 01 15 June 01
<b>TIME:</b>	8:30 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This seminar will give employees who prepare correspondence the knowledge and practice they need to format all types of written correspondence correctly according to the requirements of the revised <b><i>Navy Correspondence Manual</i></b> , SECNAVINST 5216.5C. A brief review of naval writing standards is also included to help those who occasionally draft informal correspondence for their office.	
<b>OBJECTIVE:</b>	At the completion of the course participants should be able to: ✍✍ Identify the contents of the Navy Correspondence manual. ✍✍ Select the appropriate correspondence format for typical requirements in Navy correspondence. ✍✍ Produce final copy in correct format.	
<b>AUDIENCE:</b>	Employees who are responsible for preparing Navy correspondence.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$60.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment"	

<b>COURSE TITLE:</b>	<b>PLANNING FOR RETIREMENT</b>	
<b>VENDOR:</b>	PLAN 11821 Parklawn Drive, Suite 200 Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489982 489983 489984 489985 489986	<b>DATE:</b> 16-17 April 01 04-05 June 01 17-18 July 01 20-21 August 01 10-11 September 01	<b>NOMINATION DEADLINE:</b> 16 March 01 04 May 01 18 June 01 20 July 01 10 August 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	The purpose of this course is to explain the basic concepts and procedures for retirement planning. The following topics will be covered: ✍️✍️Retirement Benefits (CSRS/FERS) ✍️✍️Financial and Tax Planning ✍️✍️Social Security ✍️✍️Health Issues	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$144	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>PLANNING FOR RETIREMENT</b>	
<b>VENDOR:</b>	FAIR 371 South Herrington Road St. Simons Island, GA 31522	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489878 489879 489880 489881 489882	<b>DATE:</b> 20-21 November 00 18-19 December 00 16-17 January 01 12-13 February 01 13-14 March 01	<b>NOMINATION DEADLINE:</b> 23 October 00 17 November 00 18 December 00 12 January 01 13 February 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course provides employees with information, materials and methods to cope with the changes and uncertainties of retirement. The following topics will be covered: <del>•</del> Health benefits and life insurance, Social Security and Medicare. <del>•</del> Financial, legal and estate planning. <del>•</del> CSRS/FERS.	
<b>AUDIENCE:</b>	Employees interested in receiving information on retirement planning. Spouses are invited to attend at no additional charge.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$126	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>PRESENTATION SKILLS</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489903 489907 489904 489905 489906	<b>DATE:</b> 30 October-02 November 00 26 February-01 March 01 30 April-03 May 01 23-26 July 01 10-13 September 01	<b>NOMINATION DEADLINE:</b> 02 October 00 26 January 01 30 March 01 25 June 01 13 August 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	<p>This course is designed to increase its participants' ability to make effective oral presentations. It focuses on increasing participants' knowledge of presentation principles and on sharpening their skills in the areas of planning, researching, organizing, writing, practicing, delivering and evaluating verbal briefs. Specifically, the participants learn and practice strategies enabling them to design and conduct goal-oriented comprehensive and interesting briefings.</p> <p><b><i>*Day 3 is set aside for individual conferences with the Instructor*</i></b></p>	
<b>OBJECTIVE:</b>	<p>At the completion of class, participants should be able to:</p> <ul style="list-style-type: none"> <li><del>Identify</del> Identify the five phases of a briefing.</li> <li><del>Determine</del> Determine the purpose, objective and central theme of a presentation.</li> <li><del>Frame</del> Frame verbal messages in a clear and palatable manner.</li> <li><del>Convert</del> Convert nervous energy into productive energy.</li> <li><del>Utilize</del> Utilize and interpret nonverbal cues to their benefit.</li> <li><del>Capture</del> Capture and maintain audience interest.</li> <li><del>Develop</del> Develop and use visual aids.</li> <li><del>Answer</del> Answer questions accurately; and confidently.</li> <li><del>Handle</del> Handle effectively hostile audiences.</li> <li><del>Critique</del> Critique briefs presented by themselves.</li> </ul>	
<b>AUDIENCE:</b>	Employees interested in improving their presentation skills.	
<b>NOMINATIONS:</b>	<p>Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by</p>	

<b>COURSE TITLE:</b>	<b>RESUME PREPARATION</b>	
<b>VENDOR:</b>	Parkway Associates P.O. Box 750 Deale, MD 20751	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 490146 490147 490148 490149	<b>DATE:</b> 30 October 00 08 Jan 01 14 May 01 06 August 01	<b>NOMINATION DEADLINE:</b> 02 October 00 08 December 00 13 April 01 06 July 01
<b>TIME:</b>	8:30 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	The purpose of this workshop is to help employees prepare a resume using the new Navy electronic resume writing software program (Resumix).	
<b>OBJECTIVE:</b>	<p>At the completion of the course participants will:</p> <ul style="list-style-type: none"> <li> Understand what reviewers are looking for in all resumes.</li> <li> Write effective resumes that achieve results by specifically describing professional achievement.</li> <li> Understand the do's and don'ts for preparing an electronic resume with Resumix.</li> </ul>	
<b>MATERIALS NEEDED:</b>	Students should bring a copy of their SF-171, OF-612 or resume.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$60	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>RISK COMMUNICATION WORKSHOP</b>	
<b>VENDOR:</b>	Naval Air Systems Command Naval Air Station Patuxent River, MD	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b>	<b>DATE:</b>	<b>NOMINATION DEADLINE:</b>
490186	25 October 00	11 October 00
490187	13 November 00	30 October 00
490188	14 December 00	30 November 00
490189	18 January 01	04 January 01
490190	07 February 01	24 January 01
490191	20 March 01	06 March 01
490192	16 April 01	02 April 01
490193	22 May 01	08 May 01
490194	14 June 01	31 May 01
490195	17 July 01	03 July 01
490196	09 August 01	31 July 01
490197	20 August 01	31 July 01
490198	13 September 01	31 August 01
490199	24 September 01	31 August 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This 1 day seminar explores the knowledge and skills required to communicate effectively when the topic is of high concern among people receiving the information. The material presented is based on nearly 30 years of university-level, scientific research. The principles and guidelines presented can be applied to any high -concern communication, whether one-to-one, in groups or across large organizations. The seminar is interactive with presentation discussion and exercises designed to encourage full participation by attendees.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Education, Development and Training Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	None	

<b>COURSE TITLE:</b>	<b>SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE</b>	
<b>VENDOR:</b>	Covey Leadership Center 11921 Freedom Drive Reston, VA 22090	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 490036 490037	<b>DATE:</b> 14-16 February 01 11-13 June 01	<b>NOMINATION DEADLINE:</b> 15 January 01 11 May 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This workshop is based on the premise that effective living and effective leadership must come from the inside out - individuals changing themselves first. This workshop will help participants develop personal and interpersonal leadership skills centered on timeless principles of effectiveness.	
<b>OBJECTIVE:</b>	At the end of the workshop participants will be able to: ✍️✍️ Develop a personal mission statement. ✍️✍️ Describe the principles and skills of empathetic communication. ✍️✍️ Receive evaluative feedback on leadership and management behaviors, identify strengths and shortcomings, and develop a plan for improvement.	
<b>AUDIENCE:</b>	Employees who have the desire to learn the keys to long term personal and interpersonal effectiveness.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$813.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Governmentwide Commercial Purchase Card). EMPLOYEE must circle "V" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>STRESS MANAGEMENT</b>	
<b>VENDOR:</b>	JAE Facilitation and Training P.O. Box 211 LaPlata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #21 89	
<b>COURSE CODE:</b> 489852 489853	<b>DATE:</b> 29 November 00 19 April 01	<b>NOMINATION DEADLINE:</b> 30 October 00 19 March 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will enable students to inventory their stress level and design a program of action to reduce stress. Students will be involved in activities designed to help them recognize stress, and techniques to cope with different types of stress.	
<b>OBJECTIVE:</b>	At the completion of the course, participants will be able to: <del>1</del> Identify physical and emotional stress. <del>2</del> Inventory stress level and design a program of action to reduce stress. <del>3</del> Think more clearly and be more productive. <del>4</del> Learn and apply assertiveness skills.	
<b>AUDIENCE:</b>	This course is designed for anyone who can benefit from lower stress levels.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$90	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>STRESS/WELLNESS WORKSHOP</b>
<b>VENDOR:</b>	Bucks County Council Doylestown, PA 18901-2444
<b>LOCATION:</b>	The Belmont Elkridge, MD
<b>DATE:</b>	TBA
<b>TIME:</b>	<b>Arrive 0900 on Day 1</b> <b>Depart 1430 on Day 2</b>
<b>DESCRIPTION:</b>	The purpose of this workshop is to provide participants with the opportunity to identify stressors and learn tools to help reduce the impact stress has on your health. Participants will get to actually “live” a healthy lifestyle for the duration of the seminar.
<b>OBJECTIVE:</b>	At the end of the seminar, participants will be able to: <ul style="list-style-type: none"> <li><del>✍</del> <del>✍</del> Recognize the relationship of habits/lifestyles to personal health status.</li> <li><del>✍</del> <del>✍</del> Prioritize personal fitness and health behavior needs.</li> <li><del>✍</del> <del>✍</del> Identify stressors and how to implement tools to reduce negative impact on health.</li> <li><del>✍</del> <del>✍</del> Plan an effective course of action to reduce health risks associated with lifestyle behaviors.</li> </ul>
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	1 1/2 Days
<b>COST:</b>	\$496 per person based on 20 (includes lodging and meals)

<b>COURSE TITLE:</b>	<b>THE PROMOTABLE WOMAN: WHAT MAKES THE DIFFERENCE</b>	
<b>VENDOR:</b>	Management Training Systems Desert Hills, AZ	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489846 489847	<b>DATE:</b> 29-30 November 00 03-04 April 01	<b>NOMINATION DEADLINE:</b> 30 October 00 02 March 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This is a multi-dimensional program exploring the factors that have made the difference in the lives of successful women and is based on research about high performing people, both men and women. While the skills essential for professional success are common to both genders, research has shown that in this society women must incorporate additional traits in order to be successful in the workplace.	
<b>OBJECTIVE:</b>	At the completion of the course, participants will be able to: <del>✍</del> <del>✍</del> Project personal power, self-confidence and higher self esteem. <del>✍</del> <del>✍</del> Understand the importance of interpersonal communication. <del>✍</del> <del>✍</del> Utilize specific strategies necessary for conflict resolution when dealing with difficult people. <del>✍</del> <del>✍</del> Balance the multiple responsibilities of career and home. <del>✍</del> <del>✍</del> Learn strategies for surrounding yourself with mentors, advisors and professional colleagues for an accelerated career path. <del>✍</del> <del>✍</del> Implement a plan for goal achievement.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$250	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>THE SCIENCE OF LEADERSHIP AND THE ART OF GAINING FOLLOWERS</b>
<b>VENDOR:</b>	Dr. Warren Blank/The Leadership Group
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATE:</b>	TBA
<b>TIME:</b>	<b>8:00-11:30 (A.M. Session) 12:30-4:00 (P.M. Session)</b> <b>SELECT EITHER MORNING OR AFTERNOON SESSION</b>
<b>DESCRIPTION:</b>	Leadership is typically viewed as a role that managers or individuals in authority are supposed to fulfill. However, you will learn in this program how everyone can take a leadership role in their organization. The complexity of your work environment requires that more individuals take the initiative of leadership. In this training program you will learn the science or “mechanics” of how to do this. And you will learn the art of how to get others to follow your leadership.
<b>OBJECTIVE:</b>	Upon completion of this course, participants will be able to: <ul style="list-style-type: none"> <li>✍✍ Define what it means to be a leader.</li> <li>✍✍ Explain how leaders differ from managers.</li> <li>✍✍ Develop and maintain their “Inner Power”.</li> <li>✍✍ Identify opportunities to improve the organization’s pursuit of its objectives.</li> <li>✍✍ Communicate ideas and motivate others to willingly follow.</li> <li>✍✍ Build positive work relationships with others.</li> </ul>
<b>AUDIENCE:</b>	Those who want to learn more about leadership, regardless of their position in the organization.
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	4 1/2 day sessions
<b>COST:</b>	\$396.25 per person based on 20 participants for each session

<b>COURSE TITLE:</b>	<b>THRIFT SAVINGS PLAN BRIEFING</b>
<b>VENDOR:</b>	GRB INC. 5999 Stevenson Ave Suite 402 Alexandria, VA 22304
<b>LOCATION:</b>	Employee Development Center, Building #2189
<b>DATE:</b>	TBA
<b>DESCRIPTION:</b>	<p>A successful retirement does not just happen. It takes planning to make sure it will give an employee the satisfaction and security desired. For FERS employees, the TSP could provide you with over one half of an employee's total retirement income, for CSRS employees, it is an excellent supplement to your government pension. This briefing covers all the important provisions and considerations employees must look at while participating in the TSP. The following topics will be covered:</p> <ul style="list-style-type: none"> <li>✍✍ A review of the major features of the TSP</li> <li>✍✍ The importance of tax deferred investing</li> <li>✍✍ The ability to invest in the TSP and an IRA</li> <li>✍✍ Making changes during Open Season</li> <li>✍✍ Investment Options/Including a Review of the upcoming two new funds</li> <li>✍✍ The advantages and disadvantages of the Loan Program</li> <li>✍✍ Death benefits</li> </ul>
<b>AUDIENCE:</b>	Employees interested in receiving information on the TSP.
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS).
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	2 hours
<b>COST:</b>	TBD

<b>COURSE TITLE:</b>	<b>TIME P.L.U.S. (PLAN-LEARN-USE-SUCCEED)</b>	
<b>VENDOR:</b>	Management Training Systems Louisville, NE 68037	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489844 489845	<b>DATE:</b> 22 January 01 09 July 01	<b>NOMINATION DEADLINE:</b> 22 December 00 08 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course will develop a powerful new approach to organizing and managing workflow, goal setting, decision making and problem solving. Participants will view time as a resource and learn how to maneuver around time traps. The course will increase productivity and improve on-the-job performance by focusing on project planning and step-by-step goal achievement.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: <del>/</del> <del>/</del> Recognize why goals and values must be compatible in order to achieve effective results. <del>/</del> <del>/</del> Learn the key elements of a successful time management system. <del>/</del> <del>/</del> Spot time traps and eliminate time wasters. <del>/</del> <del>/</del> Balance career and home activities more effectively.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$195	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

<b>COURSE TITLE:</b>	<b>TOASTMASTERS INTERNATIONAL</b>
<b>VENDOR:</b>	Toastmasters International
<b>LOCAL POC:</b>	Rich Harvan, President (301)342-0847 or Susan Thompson (301)757-9551
<b>DATE:</b>	Patuxent River Chapter #1081 meets the first and third Wednesday of each month at the Employee Development Center Building #2189 at 1145-1245
<b>DESCRIPTION:</b>	<p>Toastmasters International is a world-wide, non-profit educational organization devoted to helping men and women learn the arts of speaking, listening and thinking - vital skills that promote self-actualization, enhance leadership potential and foster human understanding.</p> <p>Participants are provided a basic manual consisting of ten speech assignments. Each speech has specific goals and objectives (icebreaker introduction, working with words, gestures, persuasion, vocal variety, etc.). Upon completion of the ten speech program, participants are recognized as a Competent Toastmaster and earn the rating of "CTM". From there, participants can devote their development to specialized speaking programs such as Speeches by Management, Speaking to Inform, Public Relations, The Discussion Leader, Technical Presentations, Communicating on Television, Interpretive Reading , and more. Toastmasters is a self-paced educational opportunity.</p>
<b>OBJECTIVE:</b>	To develop and enhance communication and leadership skills in a supportive environment.
<b>AUDIENCE:</b>	Employees who want to learn to listen and speak more effectively in public and interpersonal settings.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	One Hour Meetings
<b>COST:</b>	\$60 annually

<b>COURSE TITLE:</b>	<b>WRITING FOR BUSINESS PURPOSES</b>	
<b>VENDOR:</b>	Professional Communication Services Route 1, Box 93N Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
<b>COURSE CODE:</b> 489901 489902	<b>DATE:</b> 12-14 March 01 18-20 July 01	<b>NOMINATION DEADLINE:</b> 12 February 01 18 June 01
<b>TIME:</b>	8:00 a.m. - 3:30 p.m.	
<b>DESCRIPTION:</b>	This course is designed to increase its participants' ability to communicate more effectively and efficiently in writing. Specifically, the participants learn how to identify and generate effective writing samples by focusing on the three components of writing; content, structure and style. The process for generating writing samples in a timely manner to meet the pressures of deadlines at work is also taught.	
<b>OBJECTIVE:</b>	At the end of the course, participants should be able to: <del>✍✍</del> List and define the three components of writing. <del>✍✍</del> List the attributes of "good" writing. <del>✍✍</del> Generate content topic, central theme, main points and objectives when given a title. <del>✍✍</del> List and define the parts of a message. <del>✍✍</del> Revise words and structure of writing samples according to stylistic preferences.	
<b>AUDIENCE:</b>	Employees who need to improve their writing skills.	
<b>NOMINATIONS:</b>	Nominations must be submitted through use of the Initial Training Request Form, NDW-NAWCAD 12410/28. The completed form, with appropriate signatures, is given to the competency training contact. The training contact forwards the request to the Workforce Relations and Development Division via the Training Information Processing System (TIPS). <b>NOTE:</b> Contractor personnel are eligible to participate on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	Participants should know basic English grammar	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$200	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept credit cards. EMPLOYEE must circle "R" in Block 22, under "Payment" on the Initial Training Request Form.	

